

## Job Description

### *Missouri State Highway Patrol*

Class Title: Building and Grounds Maintenance Supervisor

Title Code: 0423

Effective Date: 08/07/96

Date Reviewed: 06/15/04

Date Revised: 12/27/04

**Immediate Supervisor:** As assigned

**Position Supervised:** Building and Grounds Maintenance Personnel

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

## POSITION SUMMARY

An employee in this class is responsible for directing and supervising a small number of maintenance personnel in a variety of groundskeeping and housekeeping tasks. General supervision is received from a designated superior; however, independent judgement is exercised in the performance of assigned tasks.

## DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Schedules, plans, directs, and supervises a small staff of lower level maintenance personnel; reviews work in progress and upon completion to ensure work is performed according to instructions.

Keeps various records and files (e.g., inventory and time records, etc.).

Maintains an inventory and requisitions supplies and materials as needed.

Secures buildings by locking doors and making regular rounds throughout the building and grounds.

Assists communication personnel with computer and phone equipment installation, as needed.

Performs a variety of housekeeping tasks such as mopping, scrubbing, dusting, and polishing.

Picks up waste and recycled paper; removes waste and places in proper receptacles.

Cleans and dusts offices, firing range, etc., and exercises care to assure that materials are not damaged or destroyed.

Cleans rest rooms and fixtures; cleans dust and dirt from ceiling, walls, pipes, floors and windows; strips, cleans, waxes and polishes floors.

Operates various powered equipment (e.g., buffers, lawn tractor, etc.) in the performance of assigned tasks; repairs and maintains tools and equipment used.

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Participates in the maintenance of institutional grounds: plants and waters trees, grass, flowers, shrubs; mows and trims lawn and hedges; weeds flower beds; sprays lawn, shrubs, and trees with fertilizer or insecticide.

Removes dirt, rubbish, snow, etc., from walkways and parking areas as required.

Drives a three-quarter ton truck with blade to remove snow from parking areas.

Performs limited painting and patch plastering; makes minor repairs and adjustments to plumbing, water lines, electrical wiring and equipment, etc., in the maintenance of building surfaces.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the basic principles and techniques of supervision.

Knowledge of materials, methods and equipment used in housekeeping work.

Knowledge of the operation and proper care of housekeeping equipment; maintains and makes minor repairs to machinery and equipment.

Knowledge of the care of flowers, trees and shrubs used on institutional grounds.

Knowledge of the standard tools, materials and practices used in general housekeeping and building and grounds maintenance.

Knowledge of occupational hazards and safety precautions.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to organize and plan work effectively.

Ability to plan, assign and direct the work of others.

Ability to work outdoors for long periods of time in inclement weather.

Ability to drive a three-quarter ton truck in the performance of assigned tasks.

Ability to work long hours while standing.

Ability to perform a variety of routine tasks in the care, cleaning and general maintenance of building, grounds and equipment.

Ability to establish and maintain effective working relations with others.

Ability to work independently.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

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Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Be a graduate of an accredited four-year high school or have a certificate of equivalency recognized by the Missouri Department of Education or graduation from the eighth grade and four years experience in the groundskeeping and housekeeping tasks.

Possess at least two years experience as a Building and Grounds Maintenance II or comparable experience.

Must be at least eighteen years old at the time of appointment.

### NECESSARY SPECIAL REQUIREMENTS

Possess a valid Missouri drivers' license.

Possess at least one-year supervisory experience or successfully complete the department's supervision course within a period not to exceed one year after becoming a supervisor or possess comparable training.